
Chapter 08: Foreign Buildings Operations Records

Central Files**A080201 FBO Central File-Post Correspondence**

Description: Includes correspondence dealing with capital and minor improvements; progress reports on buildings under construction, as well as correspondence concerning proposed buildings; information on the site, location and cost of operation of properties managed by FBO; requests for the post's yearly fiscal reports; requests to posts and replies concerning photographs of properties; correspondence stating that contracts have been transmitted or amendments made, but NOT ACTUAL CONTRACTS; and general information dealing with a country or specific post.

Disposition: Retire to RSC when 4 years old. Destroy when 14 years old.

DispAuthNo: NC1-59-76-10, item 1

A080202 Blueprints and Drawings

Description: Master file of blueprints and drawings of proposed, constructed or completed buildings

Disposition: Permanent. Offer to National Archives when 30 years old.

DispAuthNo: NC1-59-76-10, item 2

A080203 Real Estate Management System (REMS)

Description: An electronic information system designed to assist administrative personnel at embassies and consulates to manage their real estate holdings, long and short term leases for apartments and office space, and work orders for repairs. Additionally this information is provided to FBO headquarters to a centralized data base to manage real estate assets worldwide.

Disposition: Destroy information when obsolete or no longer needed for reference purposes.

DispAuthNo: N1-59-87-11, item 1

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Fiscal and Accounting**A080301 Contracts for Construction and Alteration**

Description: Copies of contracts for construction, alteration, repair, equipment and furnishing of Government owned buildings outside the United States, including related papers such as change orders, changes or amendments to contracts, and payments under contract.

Disposition: Destroy 6 years and 3 months after final payment.
(GRS 3, item 4)

DispAuthNo: GRS 3, item 3

A080302 Working Papers on Accounts

Description: Consists of copies of obligation documents, purchase orders, instructions regarding stockpile accounts, work sheets for the property list, reports on unliquidated obligations, copies of journal vouchers, and other papers relating to accounts.

Disposition: Destroy when 5 years old.

DispAuthNo: NC1-59-80-8, item 1

A080303 Allotment Ledger

Description: Ledger of allotments made for various Foreign Service post buildings and of charges against each allotment.

Disposition: Destroy when 5 years old.

DispAuthNo: II-NNA-3111, item 12

A080304 Advice of Allotment

Description: Notices and related communications regarding allotments made to Foreign Service posts for buildings.

Disposition: Destroy when 5 years old.

DispAuthNo: NC1-59-80-8, item 2

A080305 Post Reports on Obligations

Description: Reports of Foreign Service posts on unliquidated obligations in connection with their buildings.

Disposition: Destroy when 5 years old.

DispAuthNo: II-NNA-3111, item 14

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Contracts and Purchasing**A080401 Purchase Order File**

Description: Purchase orders and related communications with posts and with firms, including card record showing status of purchase orders.

Disposition: Destroy 2 years after final payment.

DispAuthNo: II-NNA-3111, item 16

A080402 Contract File

Description: Consists of copies of contracts and related communications with contractors, architects and construction supervisors.

Disposition: Destroy 6 years and 3 months after final payment.

DispAuthNo: GRS 3, item 3

A080403 Rejected Bid File

Description: Consists of communications with bidders for FBO contracts who for one reason or another were rejected; rejected bids; catalogs and advertising literature.

Disposition: Destroy 6 years after date of award, as amended by GAO letter of April 27, 1971.

DispAuthNo: NN-171-69, item 1

A080404 Mailing List of Bidders

Description:

Disposition: Destroy when superseded.

DispAuthNo: II-NNA-3111, item 20

A080405 Card Record of Post Automotive Equipment

Description:

Disposition: Destroy when superseded.

DispAuthNo: II-NNA-3111, item 21

A080406 Post Reports on Sale of Equipment

Description: Reports of posts and related correspondence regarding the sale of surplus or obsolete equipment.

Disposition: Destroy when 5 years old.

DispAuthNo: II-NNA-3111, item 22

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A080407 Vendor Catalogs

Description: Catalogs of firms who supply or are considered as potential suppliers to FBO.

Disposition: Destroy when superseded.

DispAuthNo: II-NNA-3111, item 23

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Leasing**A080501 Long Term Leases**

Description: Copies of long term leases for properties at posts, with copies of related repair contracts and communications.

Disposition: Destroy when original Memorandum of Agreement of Termination and Acquittance is forwarded to Fiscal Services Division, or after litigation is concluded.

DispAuthNo: NN-171-69, item 2

A080502 Short Term Leases

Description:

Disposition: Destroy when original Memorandum of Agreement of Termination and Acquittance is forwarded to Fiscal Services Division, or after litigation is concluded.

DispAuthNo: NN-164-5, item 2

A080503 Leased Property Floor Plans and Photographs.

Description:

Disposition: Destroy when original Memorandum of Agreement of Termination and Acquittance is forwarded to Fiscal Services Division, or after litigation is concluded.

DispAuthNo: NN-171-69, item 3

A080504 Property Leasing Policy File

Description: Communications, reports and other papers maintained as a precedent file in such matters as interagency agreements, interpretations of law, internal procedures, and other significant subjects affecting the leasing of buildings abroad.

Disposition: Permanent. Offer to National Archives when 30 years old.

DispAuthNo: NC1-59-76-10, item 3

A080505 Claims File

Description: Communications regarding claims for certain adjustments under terms of leases for property at Foreign Service posts.

Disposition: Destroy 3 years after settlement of claim.

DispAuthNo: II-NNA-3111, item 28

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A080506 License File

Description: Communications regarding overseas properties licensed by the U.S. Government for the use of other than its own personnel.

Disposition: Destroy when original Memorandum of Agreement of Termination and Acquittance is forwarded to Fiscal Services Division, or after litigation is concluded.

DispAuthNo: NN-171-69, item 4

A080507 Taxation File

Description: Communications and reports concerning taxes on leased properties abroad for which the United States is liable under terms of various treaties. Included are requests for information regarding tax problems relating to certain properties held by foreign governments in the United States.

Disposition: Destroy when information becomes obsolete or is superseded.

DispAuthNo: II-NNA-3111, item 30

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Interior Design and Furnishings**A080601 Furnishings Post File**

Description: Communications with posts regarding furniture and furnishings for buildings at the posts.

Disposition: Destroy when 2 years old.

DispAuthNo: GRS 3, item 2

A080602 Estimates for Furniture and Furnishings

Description: Draft estimates prepared for the purpose of issuing purchase orders for furniture and furnishings for posts. Included are samples of various fabrics.

Disposition: Destroy 6 years and 3 months after final payment.

DispAuthNo: GRS 3, item 3

A080603 Furniture Layout Floor Plans

Description: Floor plan used for the purpose of prospective occupants of Foreign Service buildings to show the layout of furniture in their future office or residence.

Disposition: Destroy when superseded by revised plan or when building is sold.

DispAuthNo: II-NNA-3111, item 37

A080604 Manufacturers and Vendors Correspondence File.

Description:

Disposition: Destroy when 2 years old.

DispAuthNo: II-NNA-3111, item 38

A080605 Inventories of Furnishings

Description: Inventory reports on household and office furnishings for post buildings.

Disposition: Destroy when 2 years old.

DispAuthNo: II-NNA-3111, item 39

A080606 Purchase Orders

Description: Copies of purchase orders for furniture and furnishings for posts, including related card index.

Disposition: Destroy 6 years and 3 months after final payment.

DispAuthNo: GRS 3, item 3

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A080607 Furniture Drawings

Description: Drawings of furniture for use by posts in making reproductions.

Disposition: Destroy when obsolete or superseded.

DispAuthNo: II-NNA-3111, item 41

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Property Title and Survey**A080701 Title Deed to Property**

Description: Original title deeds to property acquired by the United States in foreign countries.

Disposition: Destroy 10 years after property is sold and litigation is concluded.

DispAuthNo: II-NNA-3111, item 31

A080702 Site Records

Description: Copies of survey reports, communications, plans, photographs, and other papers on properties acquired or proposed for acquisition by the U.S. Government at Foreign Service posts.

Disposition: Destroy records on acquired properties 10 years after property is sold and any litigation is concluded. Destroy records on properties rejected for acquisition 3 years after rejection.

DispAuthNo: II-NNA-3111, item 32

A080703 Maps, Surveys and Topographic Studies

Description: Topographic and other maps of properties owned or leased by the U.S. Government at Foreign Service posts

Disposition: Permanent. Offer to National Archives when 30 years old.

DispAuthNo: NC1-59-76-10, item 4

A080704 Gift Funds - Arranged by fiscal year and country

Description: Copies of telegrams, letters, memoranda, general correspondence and other related material which pertain to monetary and real estate contributions to the U.S. Government. FMP is the principal support bureau, keeps all official records, maintains an automated data base relating to such projects and authorizes acceptance of all donations.

Disposition: Destroy when 5 years old.

DispAuthNo: N1-59-92-6, item 1

A080705 Capitol Program Files - Arranged by fiscal year and country

Description: Copies of memoranda, general correspondence, letters, "Capitol Program Fund Material", briefing papers, coordination of Congressional Testimony, transcripts, authorizations, request to Congress and other related material.

Disposition: Destroy when 5 years old.

DispAuthNo: N1-59-92-6, item 2

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Office of Safety/Health and Environmental Management**A080801 Asbestos Survey Records**

Description: NOTE: Asbestos Survey inspections are expected to be a one time project. The project began in 1991 and is expected to continue for approximately 10 years or until all posts have been inspected. As each post completes its inspection, the reports are sent to the Department. These reports will be accessed to show the results of testing and/or monitoring asbestos for legal purposes only.

Bound in spiral notebooks, arranged as received and may range in size from 1/4 to 2 inches thick per report. One report for each building inspected. Reports document the results of inspections and testings used to monitor and measure asbestos, conducted at Department of State owned or long-term leased facilities.

Disposition: Retire to RSC at the end of the calendar year. Transfer to WNRC immediately. Destroy when 30 years old.

DispAuthNo: N1-59-92-30, item 1

A080802 Post Asbestos Management Plan

Description: This report is abstracted from the Asbestos Survey Records. The Post Asbestos Management Plan describes location and condition of asbestos materials in each post surveyed and gives procedures for managing asbestos in place.

Disposition: Destroy when all asbestos is removed from Post buildings.

DispAuthNo: N1-59-92-30, item 2

A080803a Post Files-Arranged by Post and Domestic Annex. Documentation relating to Safety-Occupational Health-Environmental planning, policies, programs, negotiations, history, including, Assessment Reports, special studies and Exposure Assessment data.

Description: a. Documentation that reflects the decisions, policy, planning, negotiations, and history related to safety, industrial hygiene or environmental health. Correspondence, memorandums, memorandums of decision and conversation, reports, telegrams, and the Safety, Occupational Health and Environmental Management Resource Guides, that establishes Department of State policy and programs used to implement policy and document history.

Disposition: Cut off at the end of the calendar year. Transfer to RSC when 5 years old for transfer To WNRC. Destroy when 30 years old.

DispAuthNo: N1-59-92-30, item 3a

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A080803b Post Files-Arranged by Post and Domestic Annex. Documentation relating to Safety-Occupational Health-Environmental planning, policies, programs, negotiations, history, including, Assessment Reports, special studies and Exposure Assessment data.

Description: b. Assessment Reports and reports of special studies.

Disposition: Destroy when 10 years old

DispAuthNo: N1-59-92-30, item 3b

A080803c Post Files-Arranged by Post and Domestic Annex. Documentation relating to Safety-Occupational Health-Environmental planning, policies, programs, negotiations, history, including, Assessment Reports, special studies and Exposure Assessment data.

Description: c. Exposure Assessment data and related information.

Disposition: Retire to RSC when 10 years old for immediate transfer to WNRC and destroy when 30 years old.

DispAuthNo: N1-59-92-30, item 3c

A080804 Subject Files - Arranged by subject

Description: Department notices, letters, bulletins, etc. relating to safety, industrial hygiene or environmental health.

Disposition: Destroy when superseded, obsolete or no longer needed.

DispAuthNo: N1-59-92-30, item 4

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Real Estate Management**A080901 Real Estate Central Files - Arranged by post name**

Description: Telegrams, environmental surveys, copies of lease agreements, letters, photographs, appraisals, reports, correspondence concerning proposed buildings, property agreements, negotiations, background materials and other documents pertaining to property leased or purchased by the U.S. Government.

Disposition: Cut-off in 5 year blocks. Retain in the office for an additional 5 years. Retire to RSC when 10 years old for transfer to WNRC. Destroy when 20 years old.

DispAuthNo: NC1-59-76-10, item 1

A080902 Reserved for future use

Description:

Disposition:

DispAuthNo:

A080903 Real Estate Management Systems Files (REMS)

Description: Centralized database established to manage real estate assets worldwide. This electronic system assists administrative personnel at post, and the Department to manage their real estate holdings, for government-owned, long and short term leases for residences, office and functional space, land, and work orders for maintenance and repairs.

Disposition: Delete information in the database when no longer needed for current operations.

DispAuthNo: N1-59-87-11

A080904 REMS Property Inventory Books - Arranged by regional bureau, country, post, and ownership type

Description: Real Estate Management reports, computer printouts, charts and other selected REMS data on U.S. Government-owned and leased property.

Disposition: Retire to RSC when 20 years old for transfer to WNRC. Destroy when 50 years old.

DispAuthNo: N1-59-94-9, item 4

A080905 REMS Development History Files - Arranged by subject and year

Description: Memoranda, correspondence, background documentation on the creation of the REMS System from 1982 to the present.

Disposition: Destroy 5 years after REMS is discontinued.

DispAuthNo: N1-59-94-9, item 5

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A080906 REMS Testing Files - Arranged in notebooks by project

Description: Status Reports on REMS, requests for changes to current version of REMS, computer printouts, test results, and other related materials used to update REMS program in the Department.

Disposition: Destroy 3 years after REMS is discontinued.

DispAuthNo: N1-59-94-9, item 6

A080907 REMS Installation Files - Arranged by post name

Description: Memoranda, plans, progress reports, correspondence, telegrams, trip reports, arrangement for visits and other materials related to implementation of the REMS program at post.

Disposition: Destroy 3 years after REMS is discontinued.

DispAuthNo: N1-59-94-9, item 7

A080908 Post Housing Profile and Waiver Files - Arranged by post name

Description: Telegrams, demographic reports, fiscal data, airgrams, memoranda, background materials, survey reports, cost of properties, market surveys, leasing policies, housing policies (A-171), and other material related to Overseas Housing Policies.

Disposition: Cut-off in 5 year blocks. Retain in the office for an additional 5 years. Retire to RSC when 10 years old. Destroy when 20 years old.

DispAuthNo: N1-59-94-9, item 8

A080909a(1) Real Property Title Records - Arranged by post and property number

Description: Acquisition background information, memoranda, authorizations, agreements, tasks, records/documentation research/reports, recommendations, appraisals, photographs, floor plans/data, major construction information, surveys, maps, correspondence, sales contracts, amendments, licenses, original leasehold, and freehold titles with associated documentation pertaining to U.S. Government-owned properties.

a. Title Deeds to Property (at post)

(1) Where local law does not require that the originals be retained by the foreign country:

(Note: Under no circumstance should original title (crown-type lease deeds) documentation or the equivalent substitute, original issuance be held at post.)

Disposition: Forward signed, original title or crown lease-type deed document(s) issued by the host country to A/FBO/OPS/RE/RPM. Retain one official, signed copy at post.

DispAuthNo: N1-59-94-9, item 9a

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A080909a(2) Real Property Title Records - Arranged by post and property number

Description: Acquisition background information, memoranda, authorizations, agreements, tasks, records/documentation research/reports, recommendations, appraisals, photographs, floor plans/data, major construction information, surveys, maps, correspondence, sales contracts, amendments, licenses, original leasehold, and freehold titles with associated documentation pertaining to U.S. Government-owned properties.

a. Title Deeds to Property (at post)

(2) Where local law does require that the originals be retained by the foreign country:

Disposition: Forward two signed, certified copies of title (or crown lease-type deed) document(s) or document equivalency that is recognized by the host government as well as the courts of the host country as having equal validity as to proof-of-U.S. Government-ownership as would an original deed to A/FBO/OPS/RE/RPM).

DispAuthNo: N1-59-94-9, item 9b

A080909b Real Property Title Records

Description: Acquisition background information, memoranda, authorizations, agreements, tasks, records/documentation research/reports, recommendations, appraisals, photographs, floor plans/data, major construction information, surveys, maps, correspondence, sales contracts, amendments, licenses, original leasehold, and freehold titles with associated documentation pertaining to U.S. Government-owned properties.

b. Title Documentation for both Freehold and Leasehold Property (at Department). Original and certified copies of title deeds or crown-lease deeds acquired by U.S. in foreign countries.

Disposition: Return to post if required to complete property disposal action or destroy 50 years after property is disposed of and litigation is concluded.

DispAuthNo: N1-59-94-9, item 9b

A080910 Real Estate Asset Management Files - Arranged by post

Description: Reports, maps, telegrams, memoranda, letters, background materials, real estate evaluations, statistical reports, drafts, lease on-site reports, and other related documents.

Disposition: Cut-off in 5 year blocks. Maintain in the office for an additional 5 years. Retire to RSC when 10 years old for transfer to WNRC. Destroy when 15 years old.

DispAuthNo: N1-59-94-9, item 10

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A080911 Real Estate Property Appraisals - Arranged by post name

Description: Letters, memoranda, background materials, handwritten notes, appraisal reports, photographs, maps, cost estimates, and other documentation which pertain to U.S. Government leased property.

Disposition: Cut-off in 5 year blocks. Maintain in the office for an additional 5 years. Retire to RSC when 10 years old for transfer to WNRC. Destroy when 15 years old.

DispAuthNo: N1-59-94-9, item 11

A080912 Long-Term Leases (Over 10 years)

Description: Maintained in the Department. Original signed long-term leases for properties at posts, decision memoranda, acquisitions, contracts, blueprints, plans, photographs, surveys, letters, with copies of related repair contracts and other materials related to long term leases.

Disposition: Destroy 25 years after original Memorandum of Agreement of Termination and Acquittance is forwarded to Fiscal Services Division, or after litigation is concluded.

DispAuthNo: N1-59-94-9, item 12

A080913 Short-Term Leases

Description: Maintained at post. Contracts, leases, property description, notes, letters, memorandums, purchase orders, purchase receipts, estimates, work orders, telegrams and other related documents.

Disposition: Destroy 3 years after original Memorandum of Agreement of Termination and Acquittance is forwarded to Fiscal Services Division, or after litigation is concluded.

DispAuthNo: N1-59-94-9, item 13

A080914a Site Records - Copies of survey reports, communications, plans, photographs, and other papers on properties acquired or proposed for acquisition by the U.S. Government in foreign countries

Description: a. Acquired Properties.

Disposition: Destroy records on acquired property 50 years after property is sold and any litigation is concluded.

DispAuthNo: N1-59-94-9, item 14a

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A080914b Site Records - Copies of survey reports, communications, plans, photographs, and other papers on properties acquired or proposed for acquisition by the U.S. Government in foreign countries

Description: b. Rejected Properties.

Disposition: Destroy records on properties rejected for acquisition 3 years after rejection.

DispAuthNo: N1-59-94-9, item 14b

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Art In Embassies Program**A081001 Art in Embassies Post Files**

Description: These files consist of correspondence concerning the obtaining of paintings and other art objects for display at embassies, and related shipping forms, memorandums, inventories of painting and check sheets indicating post's desires for works of art. Includes documentation for insurance and shipment for works of art.

Disposition: Block file every 2 years and destroy when 6 years old.

DispAuthNo: NN-171-140, item 1

A081002 Art Loan Files

Description: These files consist of correspondence with individuals, galleries, museums, private clubs and organizations, corporations and foundations regarding the loan of works of art. Includes documentation for insurance and shipment of works of art.

Disposition: Destroy 6 years after becoming inactive.

DispAuthNo: NN-170-140, item 2

A081003 National and Executive Committee of the Art in Embassies Program Records

Description: These records consist of general correspondence concerning committee activities and individual name files containing correspondence with individual members, data sheet and related documentation.

Disposition: Retain in A/ART.

DispAuthNo: NN-171-140, item 3

A081004 Color Slides

Description: Color transparencies of works of art used in the program.

Disposition: Retain in A/ART.

DispAuthNo: NN-171-140, item 4

A081005 Registration, Location, Condition Receipt Record

Description: Control Cards maintained by Artist, Country where located, Title and by assigned number.

Disposition: Retain in A/ART.

DispAuthNo: NN 171 140, item 6

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A081006 Contact Cards

Description: Cards containing name, address and phone number of likely prospects for an art loan.

Disposition: Destroy after purpose has been served.

DispAuthNo: NR
